

3211 - SENIOR CAPITAL PROJECTS PLANNER
(Title Pending Commission Approval)

NATURE OF WORK

This is an intermediate level professional planning position in the City's Capital Improvement Project Office. Employees in this classification perform a variety of analytical and planning tasks related to the identification, design, and development of City capital improvement projects. Work involves assisting the Director with program and policy development; incorporating current urban and neighborhood planning principles into the design of projects; coordinating project design input from the City Planning Department and other departments, other relevant agencies, and neighborhood associations and residents; analyzing demographic, socioeconomic, land use, and zoning issues; and assisting in the preparation and updating of the City's Capital Improvement Program, comprehensive plan, and other long-range plans. Incumbents are also required to perform special studies and other duties as required.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES

Coordinates and oversees the planning efforts and related design/engineering efforts of the Capital Improvement Projects office. May oversee consultants on a project basis.

Prepares long-range planning studies, including any of the following duties: statistical analysis of demographic, socio-economic, land use and zoning issues; neighborhood studies; Capital Improvement Program Coordination and Management.

May serve as staff liaison to the Design Review Board, Historic Preservation Board, the Planning Board or the Zoning Board, duties include the review of plans and/or applications submitted for approval, public contact with applicants, prepare and make presentations at meetings, and attend all meetings, organize and staff workshops and special meetings, research and compose Resolutions, Appeals, Special Reports, and Commission Memos.

Coordinates, develops, and presents graphical and other support materials at/for meetings and public hearings.

Reviews and evaluates plans for building permits and other applications and certificates submitted in support of City Capital Improvement Projects.

Reviews inquiries from other agencies and the general public; researches problems raised and prepares replies.

Performs site inspections as needed.

Performs related tasks as required.

KNOWLEDGE, SKILLS AND ABILITIES

Extensive knowledge of the principles, methods, and practices of urban planning.

Considerable knowledge of recent developments, current literature, and sources of information regarding city and urban planning.

Considerable knowledge of economics, public finance, and sociology, as it applies to urban planning.

Considerable knowledge of public administration with particular reference to city administration and management.

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Considerable knowledge of research techniques and procedures, and statistical methods.

Knowledge of computer information systems, including microcomputers with spreadsheet and database programs.

Some knowledge of the principles and practices of Civil Engineering and Architecture.

Ability to read architectural plans.

Ability to organize and analyze information and formulate substantive recommendations thereon. Ability to make effective presentations in a group or individual setting.

Ability to communicate effectively, both verbally and in writing.

Ability to coordinate work of support, technical, and administrative personnel.

Ability to establish and maintain effective working relationships with fellow employees, supervisors, outside agencies, and the general public.

MINIMUM REQUIREMENTS

Graduation from an accredited college or university with a Bachelor=s degree in Planning, Public or Business Administration or a closely related field, and three (3) years full-time paid experience as a planner, program manager, or related experience that demonstrates the required skills, knowledge and abilities. Experience may substitute for education on a year for year basis. **DESIRES:** Neighborhood planning and urban design/architectural design experience. Ability to create graphics and design presentations. Strong analytical and communication skills. Ability to interpret and apply design and zoning regulations. A Master's degree in Planning Public or Business Administration or related field may substitute for one (1) year of experience.

PHYSICAL REQUIREMENTS

Must have the use of sensory skills in order to effectively communicate and interact with other employees and the public through the use of the telephone and personal contact. Physical capability to effectively use and operate various items of office related equipment, such as, but not limited to, word processor, calculator, copier, and fax machine. May involve significant standing, walking, moving, climbing, carrying, bending, kneeling, some crawling, reaching, and handling, sitting, standing, pushing, and pulling. Must be able to drive an automobile and perform on-site inspections at locations that may not be accessible to the physically handicapped.

SUPERVISION RECEIVED

General and specific assignments are received from and reviewed by an administrative superior; work is performed with little direct supervision and wide latitude for use of independent judgment. Work is reviewed for conformity with professional, administrative and departmental policies and practices.

SUPERVISION EXERCISED

May direct planners, technical and/or clerical employees, as well as consultants, in the preparation of

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assigned work.

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